School of Continuing and Professional Studies

Continuing Education

Faculty Handbook
# Table of Contents

**PERSONNEL & PAYROLL** .......................................................... 1-2
- Employment Eligibility (I-9 Form) ............................................... 1
- Time Sheets ........................................................................ 2

**METHODS OF COMMUNICATION** ......................................................... 2

**I.D. CARD** .................................................................................. 3

**PARKING** ................................................................................. 3
- Lehman College Campus .......................................................... 3
- CUNY on the Concourse ........................................................... 3

**FACULTY AVAILABILITY** ................................................................. 4

**COURSE EVALUATIONS** ................................................................. 4

**COURSE PROPOSALS** ................................................................. 4

**FACULTY GUIDELINES** ............................................................... 4-7
- Cell Phones ........................................................................ 4
- Course Syllabus .................................................................. 4
- Duplication of Course Materials .............................................. 4-5
- Textbooks ........................................................................... 5
- Attendance Verification & Grade Report ................................ 5-7
- Class Times, Tardiness & Canceled Classes ......................... 7

**FACILITIES GUIDELINES** ............................................................. 7-11
- Classrooms ........................................................................ 7-9
- Computer Labs .................................................................. 9-10

**POLICIES & PROCEDURES** .......................................................... 11-13
- Terms of Employment ......................................................... 11
- Professional Advise ............................................................... 11
- Privacy Policy .................................................................... 11
- Duplicating & Copyrights .................................................... 11
- Sexual Harassment ............................................................... 11-12
- Reporting of Student Incidents ............................................. 12
- Emergencies & Accidents ...................................................... 12
- Emergency Closings ............................................................. 13

**STAFF DIRECTORY** ................................................................. 14
WELCOME TO THE LEHMAN COLLEGE OFFICE OF CONTINUING EDUCATION

These guidelines and procedures are intended to maximize the efficiency of the Continuing Education program for faculty, students and administrators.

PERSONNEL AND PAYROLL REQUIREMENTS

To be placed on payroll, Continuing Education Teachers (CET) are required to complete and return the following forms to the Office of Continuing Education in advance of their first class session.

1. Assignment Letter (Signed by teacher)

2. Hiring Packet: (Only for newly hired teachers)
   - Employment Application (attach Résume)
   - Personal Data Form
   - Employment Eligibility Verification I-9 Form (attach appropriate identification and social security card)
   - Amended Oath of Allegiance
   - Agency Shop Fee Agreement
   - Federal and State Tax Withholding Form (W-4 and IT-2104)
   - Paychecks Distribution Form
   - Receipt of CUNY Workplace Violence Policy & Procedures (last page)
   - Receipt of the Computer Resources and IT Security Policy & Procedures (last page)
   - Direct Deposit Form (attach a voided check)
   - Certificate of prior NYC or NYS Public Service (if applicable)

3. Time Sheets: (To be submitted every two weeks in accordance with the payroll schedule)

When changes on personal data occur, such as address or phone number, please submit the change of information form as soon as possible.

To access and download one or all of the above forms, please visit: http://www.lehman.edu/ce

I-9 Form and Documentation:   (I-9 forms must be filed every three [3] years)

According to the Immigration Reform and Control Act of 1986, no instructor may begin teaching without having completed an I-9 Form with acceptable documentation from either list A or list B and list C on the reverse side of the form. Please make an appointment to have original documents examined and copied. It is required that the I-9 Form be signed in the presence of a Continuing Education administrator.
Time Sheets
CUNY requires that all Continuing Education Teachers submit time sheets every two weeks in order to be paid. Please note:

- Time sheets are to reflect only teaching hours. Refer to your assignment letter or our catalog for course schedule.
- Time sheets are to be submitted to Wendy De Mesa, Budget Manager, Office of Continuing Education in person, by fax, email or mail. They will be verified and forwarded to the College payroll department for check issuance. **Please do not turn in your time sheet until your last class for the relevant period has been taught.**

- In order to be paid according to the printed schedule, time sheets must be submitted by 5:00pm on the due date (see payroll schedule). Teachers who submit time sheets late will not be paid until the next pay period. The Office of Continuing Education is not responsible for late submission of timesheets to our office.

- See sample time sheet and be certain to:
  - Have payroll periods that correspond to the printed schedule. **DO NOT MAKE UP PAYROLL PERIODS**
  - Clearly print name
  - Enter Social Security number
  - Enter code(s) for each class(es)
  - Match day the class(es) is taught to day of the week
  - Enter time in and time out
  - Sign time sheet
  - Leave “For Office Use Only” boxes blank

All incomplete or incorrectly completed time sheets will be returned to instructors, which will result in a delay in getting paid.

COMMUNICATING WITH CONTINUING EDUCATION AND STUDENTS

It is essential that you provide the Office of Continuing Education with an accurate and regularly used email address as this is our primary method of communication with instructors. If you have no regular computer access, please provide a regularly used phone/cell number. Please check your email frequently, and contact Wendy De Mesa at wendy.demesa@lehman.cuny.edu immediately if you change email accounts or phones.

We recommend that teachers obtain students’ regularly used email addresses and phone numbers. This information is only to be used for appropriate correspondence in relation to your course(s). Under no circumstances is it to be shared with other students nor used after the completion of the current semester course(s) without the student’s consent.
I.D. CARD

*CUNY Card (Lehman photo I.D.)*

Newly hired Continuing Education Teachers must obtain an official letter from Wendy De Mesa to be presented to the Public Safety staff at the time the I.D. is issued. There is no fee for the CUNYCard unless it is lost ($10 fee for a replacement). The CUNYCard is valid for a designated period and may be revalidated each semester (provided you are teaching). The schedule to obtain the CUNYCard is available on-line at [http://www.lehman.edu/lehman/public-safety/id-schedule.php](http://www.lehman.edu/lehman/public-safety/id-schedule.php) or call Public Safety at (718) 960-8593.

You will need a currently validated CUNYCard in order to print in the Information Technology labs and to enter the APEX facility and the library.

PARKING

*Lehman College Campus*

Parking stickers, valid for one semester, are issued at no charge to Continuing Education Teachers only. Instructors of contract and some grant-funded courses may obtain a parking sticker for a fee. Please be advised that teachers must pick up their parking stickers in person at the Office of Continuing Education (Carman Hall, Room 128). Stickers should be obtained on the first day of your class. You should know your vehicle’s license plate number. Please contact **Wendy De Mesa at 718 960-6712 (9am- 4:00pm)** or **wendy.demesa@lehman.cuny.edu** to let her know when you will come to the office so that she can prepare your request.

In the event a parking sticker is lost, the cost of a replacement sticker is the teacher’s responsibility.

Parking is available in the Student/North Lot, Monday-Friday 9:00 a.m.-10:30p.m.; however, after 6:00p.m., parking is available in the Faculty/South Lot. Metered street parking may be available.

*CUNY on the Concourse*

Instructors utilizing commercial or municipal parking facilities for classes held at CUNY on the Concourse will need to pay **“out of pocket”** each time they park.

Parking fees incurred during instructional hours will be reimbursed therefore SAVE ALL PARKING RECEIPTS!

ORIGINAL DATED PARKING RECEIPTS should be submitted to **Fanny Soriano** at the completion of your semester class to process reimbursement.

Metered street parking may be available nearby. One parking garages and one outdoor parking lot are located in the vicinity:

- Municipal parking garage: Jerome Ave. at 190th St. (Directly behind COTC two blocks)
- Commercial parking garage: 250 East 187th St. (One block east of the Grand Concourse)
FACULTY AVAILABILITY

By mid-semester, instructors with a program coordinator will be contacted by his/her coordinator to ascertain availability for teaching in the following semester. All others will be contacted by Deborah Harris.

COURSE EVALUATIONS

Course evaluations are conducted at least once a year. Every semester all new courses are evaluated. Also, when changes are made in curricula, instructors, schedules, etc., that course will be evaluated. These evaluations are of the teacher, course and office staff.

COURSE PROPOSALS

If you have a suggestion for a new course, please submit a written proposal to Deborah Harris, for consideration.

FACULTY GUIDELINES

Cell Phones
As a courtesy to the instructor and other students, please make an announcement at the first class session that cell phones must be turned off or be on vibrating mode. No phone calls should be answered or made during any class.

Course Syllabus
A syllabus for each assigned course is to be submitted to the Office of Continuing Education one week prior to the beginning of the semester. The syllabus need not be lengthy, but should reflect content areas for each session of the course. Copies are to be distributed to students at the first class meeting. Upon request, the Office of Continuing Education will make arrangements to have syllabi duplicated. If you are a returning instructor teaching the same class, it is not necessary to resubmit the syllabus unless you have modified it.

Duplication of Course Materials
Lehman College Campus: The Office of Continuing Education will have course materials and exams duplicated by the College. Please submit all requests to the Office of Continuing Education at least one week in advance. The Office cannot accept same-day requests.
CUNY on the Concourse: CUNY on the Concourse will have course materials and exams duplicated on site whenever possible. CUNY on the Concourse cannot accept same-day copy requests or student copy requests. Please submit copy request forms to registration staff at least one week in advance.

Textbooks
For instructors with a program coordinator, the coordinator will contact you for your book order requests. All other instructors will be contacted for text requests by Deborah Harris.

Lehman College campus classes: Textbooks are available for purchase at the Lehman College Bookstore.

CUNY on the Concourse classes: Textbooks are sold onsite at CUNY on the Concourse during class hours only for the first two weeks of class. Payment is by check, money order, or credit card. No cash sales! After two weeks, textbooks may be purchased at the bookstore on the Lehman College campus.

Textbooks for contract classes are provided to students at no cost. However, students are required to sign for books and must return them if they drop the course for any reason.

Attendance Verification Record
Three-Week Report
A 3-week attendance report should be picked up in the Office of Continuing Education on the day the class begins. The report can be faxed or e-mailed to you by request. This will allow for all students who register late to be on the attendance sheet. Attendance at the first three sessions of a class must be recorded on the Attendance Verification Report and returned promptly to the Office of Continuing Education.

Should you find a student present whose name does not appear on a roster, the student should provide proof of registration. If no proof (receipt showing complete registration and payment) is provided, please direct student to the Office. If proof is provided, please add students name and request an updated attendance sheet to be mailed, faxed or e-mailed to you. Under no circumstance is a student allowed to attend class without proof of registration.

This report provides necessary data for CUNY statistics and will determine a student’s eligibility for a refund if requested.

Students are not allowed to transfer from one course to another without informing the Office (courses have different fees and some courses may be closed). If a student shows up and informs you that he/she has transferred into your class, the student must have proof (receipt).

Attendance must be taken every session. This is very important since students often need proof of attendance (for example for their jobs, vouchers, etc.). Some students also request refunds and without accurate attendance we cannot determine if they are entitled to this.

After the 3rd session the 3-week attendance report should be submitted to the Office and a final attendance/grade report will be given to you. The final attendance report includes the names of all students officially registered for the class.
Final Attendance/Grade Report
Students enrolled in Certificate Programs are expected to attend a minimum of 80% of scheduled classes in each course, and obtain an overall average grade of “B” in order to qualify for the certificate.

Attendance for all sessions is to be recorded on the Attendance/Grade Report and promptly returned to Maryann Drago-Dowling, Office of Continuing Education, Carman Hall 128, fax 718 733-3254 or e-mail maryann.drago-dowling@lehman.cuny.edu at the conclusion of the semester. It is essential that the information recorded is accurate, as it becomes part of the final grade.

Grades and Final Examinations/Projects
Final Examinations and/or projects are required for all professional certificate courses. Students who miss their final exam receive a grade of “INC” for the exam and the course and are not generally entitled to a make-up exam unless there are documented reasons.

Make-up exams should take place within a 2-week period from the ending date of the course. Make-up exams may be arranged with Maryann Drago-Dowling by contacting her at 718-960-8077 or email maryann.drago-dowling@lehman.cuny.edu.

Letter grades (see below for grade scale) must be given for all professional certificate classes with the exception of Health Information Technology and Real Estate Licensure classes for which numerical grades are required.

**GRADE SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 – 100</td>
</tr>
<tr>
<td>A</td>
<td>93 – 96</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>85 – 89</td>
</tr>
<tr>
<td>B</td>
<td>80 – 84</td>
</tr>
<tr>
<td>B-</td>
<td>77 – 79</td>
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<tr>
<td>C+</td>
<td>74 – 76</td>
</tr>
<tr>
<td>C</td>
<td>70 – 73</td>
</tr>
<tr>
<td>C-</td>
<td>66 – 69</td>
</tr>
<tr>
<td>D</td>
<td>60 – 65</td>
</tr>
<tr>
<td>D-</td>
<td>55 – 59</td>
</tr>
<tr>
<td>F</td>
<td>54 or lower</td>
</tr>
</tbody>
</table>

ESL, GED, Personal Development and children’s classes (except swimming) should use the following scale: Excellent Progress = E, Good Progress = G, Satisfactory Progress = S, Minimal Progress = MP, and No Progress = NP. A grade of U/W can be used for students who stop attending after the first class. For children’s swimming classes: I = register for YPA32: Swimming I; II = register for YPA38 Swimming II; III = register for YPA36: Swimming III; PT1 = register for YPA101: Pre-Team I; PTII = register for YPA102: Pre-Team II; PTIII: register for Pre-Team III.

Final Grade reports must be returned within one week after the last class meeting, to Maryann Drago-Dowling, Office of Continuing Education, Carman Hall 128 or FAX to 718-733-3254 or email maryann.drago-dowling@lehman.cuny.edu. Under no circumstances are instructors to release grades. It is the policy of the Office of Continuing Education to mail grade reports to students each semester. Exception: Grades are withheld from students with outstanding balances due the College.

Instructors may also enter attendance and grades online at www.lehman.edu/ce.

In order to change grade once a grade has been submitted and sent to a student, a change of grade form must be used. This form must be filled out completely with all required information and returned to the Office. The form can be brought to the office, faxed, or mailed.
Class Times, Tardiness and Canceled Classes
It is the responsibility of the instructional staff to arrive on time for class. If public transportation is delayed such that you will not arrive on time, you must speak to a staff member at the Lehman campus Continuing Education office at 718-960-8512, 718-960-8511, 718-960-8825 or 718-960-8077 and CUNY-on-the-Concourse at 718-960-6900 as soon as possible.

In the event you find it necessary to cancel a class, (illness, weather, etc.) please notify the Continuing Education Registrar, Maryann Drago-Dowling, 718-960-8077 immediately and provide the date for the make-up class. Unless they are unable to do so, instructors are responsible to email or call their students directly. If time allows, students will be notified by telephone of the cancellation and of the make-up date by Continuing Education staff.

Instructors are required to provide instruction for the total number of hours and sessions as detailed in the teaching assignment letter.

FACILITIES GUIDELINES

Classroom Assignments
Lehman campus rooms are assigned by the Lehman College Registrar’s Office. CUNY on the Concourse rooms are assigned by the Site Manager, Manuel Garcia. Room changes may not be made without notifying the Office of Continuing Education. Should a situation arise where a class must be moved to a room other than that assigned, notify the Continuing Education Registrar, Maryann Drago-Dowling, immediately at 718-960-8077 or e-mail maryann.drago-dowling@lehman.cuny.edu or Manuel Garcia at 718-960-4683 or email manuel.garcia@lehman.cuny.edu.

If room changes are known prior to scheduled class meeting time, instructors and students will be given advance notice. If someone is teaching in your assigned classroom, please politely find out his or her name, the class title and code and report it to Maryann Drago-Dowling so we can investigate the circumstances of this occurrence.

Use of Instructors’ Lecterns in classrooms
Please remove all instructional material from the instructor’s lectern or desk at the conclusion of your class. Lehman College bears no responsibility for anything stored or left behind in the lectern.

Exclusion from classrooms
Only registered students are allowed in classes. This applies to friends and family (including children) of both students and teachers.

Some Continuing Education classes meet in off-site facilities, which include CUNY on the Concourse and the Reservoir Building/High School for American Studies.

CUNY on the Concourse (located at 2501 Grand Concourse, 3rd Floor)
Absolutely NO food or drinks are permitted in any classroom or lab. We ask all teachers to enforce this rule and to follow it themselves.
New instructors requiring computer accounts should contact Manuel Garcia one week prior to the first class atmanuel.garcia@lehman.cuny.edu or by calling 718-960-4683.

All computer-related questions should be directed to the Front Desk at 718-960-6900.

**The Reservoir Building/High School for American Studies Classrooms** (located on Goulden Avenue, across the street from Gate 6)
1. Food and drink are not allowed in the classrooms.
2. Continuing Education students and instructors should not touch anything in the room that belongs to the high school teacher or students.
3. Markers for use on the whiteboard, or chalk if using a blackboard, are provided by the Office of Continuing Education in Carman Hall, room 128.
4. At the end of class:
   - Erase all of your class notes from the blackboards or whiteboards, leaving ONLY the high school teacher’s board notes
   - Place chairs up onto the desks
   - Place all trash, paper, etc. into the trash cans, leaving absolutely no mess behind
   - Close any windows which may have been opened and return the room to the condition you found upon entering

**Please refer to and follow the guidelines for use of each of the following Lehman campus facilities:**

**Classroom Requiring Keys**
Classes scheduled to meet in the Old Gym and some Speech and Theatre building rooms require room keys. Arrangements to pick up keys may be made by calling the Office of Continuing Education (718) 960-8077. Keys must be returned to the Public Safety Office at the end of the semester.

**Elevator Keys**
Call the Office of Continuing Education (718) 960-8512 to request a key. You will be notified when the key is available.

**The Old Gym Building Classrooms**
1. Food and drink are not allowed in the classrooms.
2. Markers for use on the whiteboard, or chalk if using a blackboard, are provided at the Office of Continuing Education in Carman Hall, room 128.
3. Report any issues with heating or cooling to the Engineering staff by calling 718-960-8434. If this is not resolved during the class session, contact Maryann Drago-Dowling.
4. At the end of class:
   - Erase all of your class notes from the blackboards or whiteboards
   - Place all trash, paper, etc. into the trash cans, leaving absolutely no mess behind.
The APEX
1. Instructors and students must carry their current CUNYCard I.D. at all times.
2. Food and drink are not allowed
3. Registered children are to be accompanied by one (1) parent/guardian. Siblings (including infants) and friends may not enter The APEX. No baby carriages are allowed in The APEX.
4. For security reasons, the parent/guardian escorting the child must remain in The APEX waiting area for the duration of the child’s class(es). Should there be a medical emergency, it is the parent or guardian who must make the decision regarding treatment.

Computer Labs
Absolutely NO food or drinks are permitted in computer labs. We ask all teachers to enforce this rule and to follow it themselves.

Exclusion from computer labs
Only registered students are allowed in computer labs. This applies to friends and family (including children) of both students and teachers.

The Old Gym Building Computer Labs
LAB POLICIES
The labs, 102B and 102C, are locked and alarmed. You will require a key or contact Public Safety at 718-960-8228 to open, disarm and lock and re-arm the labs. You will be given a 4-digit password to use when entering/disarming the lab. Please make sure to lock and rearm the lab (by pressing 9) after each session. Never leave equipment unattended. Contact Maryann Drago-Dowling for more information.

Do not attempt to open windows. If the lab is too hot or too cold, contact the Engineering staff at 718-960-8434.

EQUIPMENT & SOFTWARE

Accessing Computers
In order to utilize a computer you will need a logon. If you do not have a logon account or do not remember your password, please contact Maryann Drago-Dowling at 718-960-8077.

Please be considerate of other students and instructors who use the rooms. Do not modify settings or attempt to install software etc. Requests for installation of software, adjustment of system settings, etc. should be directed to the Continuing Education IT coordinator as soon as possible. Please handle equipment carefully. Do not move the CPUs to gain access to USB ports on the rear of the systems.

Do not assume that data and documents will remain on the hard drives from session to session. While certain systems are configured to allow students to save their work on the computers, such documents are not secure and will not necessarily remain on the systems.

Minimize printing to what is required for pedagogical purposes. Consider alternative mechanisms such as Print Preview, directing output to files that students can save on external media, electronic submission of homework via email, etc.
At the end of class, follow posted guidelines regarding the proper shutdown of the systems and be sure to turn off projector and air conditioners.

PROBLEMS

Computer Malfunctions/Damage of Any Kind

If equipment is damaged before use, or if it fails during use, report the problem using a “Needs Attention” form. Generally, the best immediate solution to a problem with a computer is (1) to complete a “Needs Attention” form and (2) move the student to a working system.

The Information Technology (IT) Center in Carman Hall

LAB POLICIES

Please update your CUNYCard ID card each semester. You will need it in order to print in the lab. Since there is a charge for copies in the lab, have all or most of your print material duplicated by the Office of Continuing Education, Carman 128 at least one week prior to class use.

PRINTING IN THE LABS

Step 1: Choose to print.
Step 2: Type user name (fname.lname), press enter.
Step 3: Type your password (First initial capital, second initial capital, first 6 digits of the social security number), press enter. You will then see the print balance available. If funds are still available, approve to print. If not, refill card in the kiosk in the Open (practice) Center. If you are using a Guest card, when prompted for a password, you need to hit any one key to proceed.

For more information about printing in the IT Center and Practice/Open Center, please see “Procedures for Printing in the IT Center” addendum. You will be given copies of “Procedures for Printing in the IT Center” to distribute and explain to students at the first class meeting.

EQUIPMENT & SOFTWARE

Instructors should email their requests for special equipment and/or software to Continuing Education Computer Information Technology coordinator as soon as possible.

Please handle equipment carefully. If equipment is damaged before use, or if it fails during use, report the problem to IT staff at the Helpdesk in the Practice/Open Center immediately.

PROBLEMS

Computer Malfunctions/Damage of Any Kind
Report any computer malfunctions and/or damage of any kind to IT staff at the Helpdesk immediately.
Policies & Procedures

Terms of Employment
Your appointment is contingent upon sufficient enrollment to allow us to offer the course to which you have been assigned. The appointment is for an individual course(s) on a term-by-term basis. The college reserves the right to terminate employment at any time, cancel courses, adjust curricula and hours, close facilities, change class locations and determine enrollment limits without prior notice.

If you agree with the terms of your appointment letter, please sign and return the letter to the Lehman College Office of Continuing Education at 250 Bedford Park Blvd. West, Carman Hall Rm. 128, Bronx, New York 10468. An appointment letter that is signed and returned to the Office of Continuing Education indicates that you will attend your first day of class and teach the course according to the schedule. Since it has been our experience that many students delay registering, instructors are advised to contact Maryann Drago-Dowling, Registrar, at (718) 960-8077 or maryann.drago-dowling@lehman.cuny.edu, no earlier than twenty-four hours prior to your first class meeting in order to verify the status of your course(s).

Professional Advise
Continuing Education Teachers are advised to refrain from offering students professional advice.

Privacy Policy
The Office of Continuing Education does not release a faculty members’ or students’ home or work telephone numbers or email address without permission. Students who find it necessary to contact an instructor should be told to call the Office of Continuing Education and leave a message. The Office will contact the instructor. However, instructors may provide this information to their students at their own discretion.

Duplicating and Copyrights
In order for copyrighted materials to be reproduced for classroom use, without infringement of the copyright, the materials must meet the tests for fair use, brevity, spontaneity, and cumulative effect. Copied materials should not substitute for the purchase of books or reprints, and a given set of materials should not be repeatedly used by the same instructor from semester to semester. Copyright laws apply to microcomputer software.

Sexual Harassment Policy
It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status.

There shall be no direct physical contact with students unless directly related to the delivery of course content. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility is required to report any complaint of
sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

**Reporting of Student Incidents**

It is the policy of the College to report potential harmful or disturbing student behavior. The College has defined such behavior as including:

- Unusual or erratic behavior in class or college offices
- Extended absence from class by a typically engaged student
- Written work with troubling themes or references
- Verbal or written threats made by a student toward another student or faculty member
- Written or verbal expressions of suicidal ideation
- Other actions that cause an alarm or call into question the safety of the student or his/her peers

It is imperative that all such incidents involving students and faculty or among students be reported to Deborah Harris, Director of Program Development, by email at deborah.harris@lehman.cuny.edu

Even if the student has requested no action be taken, it is essential we know of the situation. We have legal responsibilities that must be documented and addressed in an appropriate manner.

The matter will be carefully reviewed and we will contact you and any other parties involved to discuss the situation as warranted before taking any additional action.

For more information, please see the Lehman College Catalog Appendix.

**Emergencies and/or Accidents**

In any type of emergency, your judgment and actions will be critical to its ultimate outcome. You always have the option to call 911 any time as a first response. Alternatively, you may decide to call PUBLIC SAFETY’s emergency number (718) 960-7777 as a first response. In either case, the response will be immediate.

PUBLIC SAFETY should be called in all security incidents and/or safety matters. This includes physical assault, verbally threatening or intimidating behavior, sexually harassing behavior, suspicious activities, theft, vandalism, dangerous facility conditions, etc.

In the event of any accident and/or emergency, call PUBLIC SAFETY as soon as possible and relay as much information as possible regarding the situation. PUBLIC SAFETY will provide assistance and appropriately document and record the incident. Even if the situation has in some way become resolved, PUBLIC SAFETY should be contacted. They will advise you as to whether any further action is advisable on the part of anyone concerned.
Emergency Closings
In the event it should become necessary to cancel classes or to close Lehman College because of severe weather conditions or other emergencies, the following information is being provided so you will know where to obtain accurate and authorized information.

The following radio/TV stations and/or websites are authorized to announce closings for the City University of New York (amended 8/25/11):

<table>
<thead>
<tr>
<th>Station</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBS</td>
<td><a href="http://www.wcbs880.com">www.wcbs880.com</a></td>
</tr>
<tr>
<td>WINS</td>
<td><a href="http://www.1010wins.com">www.1010wins.com</a></td>
</tr>
<tr>
<td>NY1</td>
<td><a href="http://NY1.com">http://NY1.com</a></td>
</tr>
<tr>
<td>WNBC-TV</td>
<td><a href="http://www.nbcnewyork.com">www.nbcnewyork.com</a></td>
</tr>
</tbody>
</table>

CUNY closings can also be obtained by calling New York City’s 311 information line.

In addition, if Lehman College is closed or delays opening, you may obtain that information at the Lehman College homepage (http://www.lehman.edu): a “pop-up” window indicating emergency closing information will be present if an announcement has been made. You can also call the Lehman College main telephone number at (718) 960-8000 for current information.

FOR CONTINUING EDUCATION CLASS CANCELLATIONS: GO TO CE WEBSITE: WWW.LEHMAN.EDU/CE OR CALL 718-960-8512, 8825, 8511, 8543, 8077

Another emergency notification system is CUNY Alert. This system will enable the University’s campuses to advise students, faculty and staff of an emergency in the event of a severe hurricane, snowstorm, etc, and provide timely information to protect lives and minimize campus disruption.

To sign up for CUNY Alert at your campus, visit www.cuny.edu/alert for step by step instructions. It also can be accessed on the Lehman Homepage with an icon of CUNY Alert located on the lower right hand corner.
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